

April 20, 1978

SUBJ: UTILIZATION OF SUIT-CASE TOWER EQUIPMENT

1. PURPOSE. This order prescribes procedures and responsibilities for the request, shipment and maintenance of the suit-case tower equipment.

2. DISTRIBUTION. This order is distributed to branch level in the Airway Facilities and Air Traffic Divisions; to all AF Sectors and their subordinate elements and to all Air Traffic Control Towers and Flight Service Stations.

3. BACKGROUND. A suit-case tower assembly is available within the region for use at fly-ins, aviation events and as an emergency ATCT for short duration utilization. Permanent custody and maintenance support is provided by the Upland Airway Facilities Sector.

4. PROCEDURES AND RESPONSIBILITIES.

a. An Air Traffic facility requiring the suit-case tower should submit a written request to the Air Traffic Operations Branch, AWE-540, at least thirty days in advance of need. (Timeliness may be excepted under emergency need conditions). The request should indicate the AF Sector manager's ability to provide technical support. (AT procedural requirements and responsibilities have been coordinated with the Air Traffic Division, AWE-500).

b. The Air Traffic Operations Branch will review the request, and if approved, contact the Upland AFS to verify equipment availability and operational condition. The Air Traffic Operations Branch will advise the requesting AT facility as to when the tower suit-case equipment will be made available.

c. When requested to do so by AWE-540, the Upland AFS will ship the equipment to the nearest AF Sector or field office to the AT facility requiring the equipment. The AF unit at the using location, upon receipt of the equipment, will coordinate with the AT chief and demonstrate use of the tower assembly. The local AF unit will provide for transportation, set-up and maintenance needs of the tower equipment including return of the equipment to the AF unit location. All or parts of these AF unit requirements may vary depending upon local AF/AT agreements.

Distribution: RAF/AT-3; FAF-2/3/7 (minimum);
FAT-2/5 (minimum)

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d. The local AF unit, prior to returning the equipment, will inventory the assembly, complete a simplified operation check, note equipment deficiencies and ship the equipment to the Upland AFS.

e. The Upland AFS, upon receipt of the tower equipment, will complete indepth operational checks, correct noted deficiencies, prepare equipment logs and in general, ready the assembly for future use.

5. LOGISTICS. The Upland AFS is responsible for repair, parts replacement, modifications and operational readiness of the suit-case tower equipment.


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